

**Applying for a Royal Mail PO Box®**

# **Application Form**

# Application for a PO Box®

Please ensure that you fill in all the relevant information and include proof of address documentation that is less than 3 months old.

Please complete in block capitals

## 1. The PO Box® Holder

Full applicant name including Title (individual or company applying):

  

Full applicant name including Title (if applying on behalf of company):

  

Position:

Telephone number:

Box name (optional e.g. J Brown, promotion x):

Reason for PO Box® request:

Email:

Address:

  
  
  
 Postcode 

Invoice name and address (if different from above; please note we will not send invoices to the PO Box®):

  
  
  
 Postcode

## 2. Choose your PO Box® service

You will need to allow up to 10 working days for the PO box® to be set up.

### Start Date

		/			/				
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Your choices are :-

### A. PO Box® Collect

(Collect your PO Box® mail from your local Delivery Office at your convenience)

- |                          |           |  |
|--------------------------|-----------|--|
| <input type="checkbox"/> | 1 month   | £35.10* (minimum 3 months payment required up front) |
| <input type="checkbox"/> | 6 months  | £168.00  |
| <input type="checkbox"/> | 12 months | £283.50  |

### B. PO Box® Delivery

(Have your PO Box® mail delivered to your application address)

- |                          |           |   |
|--------------------------|-----------|---|
| <input type="checkbox"/> | 1 month   | £36.60* (minimum 3 months payment required up front ) |
| <input type="checkbox"/> | 6 months  | £198.00   |
| <input type="checkbox"/> | 12 months | £360.00   |

Delivery Days

- |                                  |                                  |
|----------------------------------|----------------------------------|
| <input type="checkbox"/> Mon-Fri | <input type="checkbox"/> Mon-Sat |
|----------------------------------|----------------------------------|

### C. PO Box Transfer of Street Address Mail

(Collect the Box holder's normal address mail along with your PO Box® mail from your local delivery office.)

- |                          |           |  |
|--------------------------|-----------|--|
| <input type="checkbox"/> | 1 month   | £42.60* (minimum 3 months payment required up front) |
| <input type="checkbox"/> | 6 months  | £234.00  |
| <input type="checkbox"/> | 12 months | £417.00  |

All prices shown are inclusive of VAT at the current rate. If you want more information about these PO Box® options, please contact us on **03457 950 950**.

\*Direct Debit only

## 3. Payment Details

**Please note that all prices are inclusive of VAT. You must ensure that your payment contains the full amount due inclusive of VAT. Failure to do so may result in a delay to the set up of your PO Box® service.**

PO Box® rental     £

How would you like to pay? (Be sure to include payment when sending in form.)

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Direct Debit (mandate form available with application pack) |
| <input type="checkbox"/> | Cheque (payable to Royal Mail)                              |
| <input type="checkbox"/> | Postal order (payable to Royal Mail)                        |

Please see enclosed sheet "Terms and Conditions for the Royal Mail PO Box® service" for details.

## 4. Acceptance of Condition of Service

I confirm that the information given on this form is correct, I am over sixteen and agree to comply with the Terms and Conditions for the Royal Mail PO Box® service. I authorise the persons named in Section 1 to collect mail.

Royal Mail Group would like to keep in touch with you about our products, services and offers that might interest you. By submitting this application you acknowledge that we may contact you by post, telephone, email and text message.

Post ☐ Telephone ☐ Email ☐ Text ☐

We may, on occasion, still need to send you important service messages.

Royal Mail takes your privacy and security very seriously. For more details please read our Privacy Policy at [royalmail.com/privacy-policy](http://royalmail.com/privacy-policy)

Applicant:

Signature:

Date:

 /  / 

**If you are applying on behalf of an organisation, this form must also be counter signed by a Director, partner or officer of the organisation (unless you are a sole trader this does not apply).**

\*I authorise the applicant above to apply for a PO Box on behalf of our organisation

Name:

Position:

Company Name:

Signature:

Date:

 /  / 

**Please return this application form with your payment and proof of address in the prepaid envelope provided. These must be originals, not photocopies, please tick here ☐ if you want the items returned to you. Please retain the “Terms and Conditions for the Royal Mail PO Box®” Information enclosed for your records.**



### **IMPORTANT: Before you send off this application form please check:**

- ☐ That you have included two different proof of address documents that are **LESS THAN 3 MONTHS OLD** such as utility bills (i.e. gas, electric, water, landline, council tax), bank or building society statements (including mortgage), tenancy agreement or UK Driving Licence (paper counterpart).
- ☐ That you have included the correct payment and or completed direct debit mandate.
- ☐ That you have read and understood the Terms and Conditions for the Royal Mail PO Box® service booklet.